

Parks and Recreation Commission

Regular Meeting Agenda

Tuesday, December 20, 2016

5:30 P.M.

**City Hall - Multipurpose Room
23825 Stuart Ranch Road**

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Report on Posting of Agenda – December 14, 2016

1. Written and Oral Communications from the Public and Commissioners

- A. Communications from the public concerning matters which are not on the agenda but for which the Commission has subject matter jurisdiction. The Commission may not act on these matters at this meeting.

2. Consent Calendar

- A. Previously Discussed Items

None.

- B. New Items

1. Approval of Minutes – November 15, 2016

Staff recommendation: Approve minutes for the November 15, 2016 Parks and Recreation Commission Regular meeting.

Staff contact: Recreation Coordinator Odello, 456-2489 ext. 279

2. Parks and Recreation Department Monthly Report for November 2016

Staff recommendation: Receive and file the summary report of activities, events, projects and programs coordinated by the Parks and Recreation Department during the month of November 2016.

Staff contact: Recreation Manager Riesgo, 456-2489 ext. 350

3. Old Business

None.

4. New Business**A. Program Cancellation and Refund Policy**

Staff recommendation: 1) Review the proposed Program Cancellation and Refund Policy and 2) Recommend the Program Cancellation and Refund Policy for City Council approval.

Staff contact: Recreation Manager Riesgo, 456-2489 ext. 350

B. Parks and Recreation Commission Mid-Year Activity Report

Staff recommendation: Review the mid-year Commission report and approve sending the update to City Council.

Staff contact: Recreation Manager Riesgo, 456-2489 ext. 350

C. Trancas Canyon Park Field Use

Staff recommendation: Provide a recommendation to the City Council to allow the Parks and Recreation Department to conduct games for Coach Pitch Baseball at Trancas Canyon Park on a trial basis for the 2017 season.

Staff contact: Recreation Manager Riesgo, 456-2489 ext. 350

5. Staff Updates**6. Commissioner reports, comments and inquiries****Future Agenda Items****Adjournment****Future Meetings**

January 17, 2017	5:30 p.m.	Regular Meeting	City Hall Multipurpose Room
February 21, 2017	5:30 p.m.	Regular Meeting	City Hall Multipurpose Room
March 21, 2017	5:30 p.m.	Regular Meeting	City Hall Multipurpose Room

Guide to the City Commission Proceedings

The Oral Communication portion of the agenda is for members of the public to present items which are not listed on the agenda, but are under the subject matter jurisdiction of the Commission. Although no action may be taken, the Commission and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to (3) three minutes. Time may be

surrendered by deferring (1) one minute to another speaker, not to exceed a total of (8) eight minutes. The speaker wishing to defer time must be present when the item is heard. In order to be recognized and present an item, each speaker must complete and submit to the Recording Secretary a Request to Speak form prior to the beginning of the item being announced by the Chair (forms are available at the entrance to the meeting room). Speakers are taken in the order slips are submitted.

Items in Consent Calendar Section A have already been considered by the Commission at a previous meeting where the public was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

Items in Consent Calendar Section B have not been discussed previously by the Commission. If discussion is desired, an item may be removed from the Consent Calendar for individual consideration. Commissioners may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the entire Consent Calendar. Items excluded from the Consent Calendar will be taken up by the Commission following the action on the Consent Calendar. The Commission first will take up the items for which public speaker requests have been submitted. Public speakers shall follow the rules as set forth under Oral Communication.

Old Business items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication:

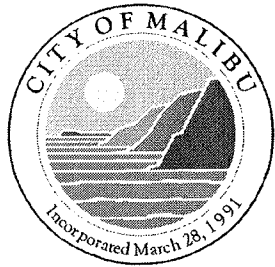
Items in New Business are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

Copies of the staff reports or other written documentation relating to each item of business described above are on file in the Parks and Recreation Department, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California and are available for public inspection during regular office hours which are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday. Written materials distributed to the Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution (Government Code Section 54957.5(b)(2). Copies of staff reports and written materials may be purchased for \$0.10 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Environmental Sustainability Director Craig George, (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II]. Requests for use of audio or video equipment during a Commission meeting should be directed to Alex Montano at (310) 456-2489, ext. 227, or amontano@malibucity.org before 12:00 p.m. on the day of the meeting.

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 14th day of December 2016.


Brittany Saleaumua, Administrative Assistant



Parks & Recreation Commission Agenda Report

Parks & Recreation
Commission Meeting
12-20-16

**Item
2.B.1.**

To: Members of the Parks & Recreation Commission

Prepared by: Theresa Odello, Recreation Coordinator

Approved by: Kristin Riesgo, Recreation Manager 

Date prepared: December 1, 2016

Meeting date: December 20, 2016

Subject: Approval of Minutes

RECOMMENDED ACTION: Approve minutes for the Regular Meeting of the Parks & Recreation Commission meeting on November 15, 2016.

DISCUSSION: Staff has prepared draft minutes for the Regular Meeting of the Parks & Recreation Commission meeting on November 15, 2016.

ATTACHMENTS: November 15, 2016 Regular Meeting minutes

MINUTES
PARKS AND RECREATION COMMISSION
REGULAR MEETING
NOVEMBER 15, 2016
MULTI-PURPOSE ROOM
5:30 P.M.

CALL TO ORDER

Chair Randall called the meeting to order at 5:30 p.m.

ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Chair Carl Randall; Vice Chair Justine Petretti; and Commissioners Roui Israel and Laurie Principe

Absent: Commissioner Steve Parks

ALSO PRESENT: Kristin Riesgo, Recreation Manager; Adrianna Fiori, Recreation Coordinator; Katie Gallo, Recreation Supervisor; and Theresa Odello, Recording Secretary

PLEDGE OF ALLEGIANCE

Commissioner Principe led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION Vice Chair Petretti moved and Commissioner Principe seconded a motion to approve the agenda. The motion carried 4-0, Commissioner Parks absent.

REPORT ON POSTING OF AGENDA

Recording Secretary Odello reported that the agenda for the meeting was properly posted on November 10, 2016.

ITEM 1. PRESENTATIONS

Community Classes Update

Recreation Manager Riesgo introduced the new Recreation Coordinator Adrianna Fiori, who presented the update.

Recreation Coordinator Fiori gave the Commission a report on community classes, workshops and the Point Dume Marine Science School afterschool enrichment program. In response to Vice Chair Petretti's question, Recreation Coordinator Fiori stated that the Point Dume after school classes are open to all students, including children from other elementary schools or those who are home schooled.

ITEM 2. WRITTEN AND ORAL COMMUNICATIONS FROM THE PUBLIC

None.

ITEM 3. CONSENT CALENDAR

MOTION Vice Chair Petretti moved and Commissioner Principe seconded a motion to approve the consent calendar. The motion carried 4-0, Commissioner Parks absent.

The Consent Calendar consisted of the following items:

A. Approval of Minutes – October 4, 2016 and October 18, 2016

Recommended Action: Approve the minutes of the Parks and Recreation Commission Special meeting of October 4, 2016 and the Parks and Recreation Commission Regular meeting of October 18, 2016.

B. Parks and Recreation Department Monthly Report for October 2016

Recommended Action: Receive and file.

ITEM 4. OLD BUSINESS

A. Trancas Field Community Outreach Update

Recommended Action: Receive and file.

Recreation Manager Riesgo presented the report, which included a summary of the Teen and Youth Commission Workshop, the Community Workshop at Malibu West and the Focus Group meetings.

The next Community Workshop will be held on Wednesday, November 30, at 6:30 pm, at Malibu City Hall. Recreation Manager reported that 337 people completed the questionnaire that is located on the City's website and will remain open until December 12, 2016.

ITEM 5. NEW BUSINESS

None.

ITEM 6. STAFF UPDATES

Recreation Manager Riesgo presented the report, which included:

- Wastewater Treatment Facility construction will cause a closure of Malibu Bluffs Park parking lot from December 2016 through February 2017.
- Park Maintenance at Las Flores Creek Park will include tree trimming on November 29. Turf maintenance at Trancas Canyon Park will be underway until December 5. The curbs and parking stalls at the Equestrian Park were painted in early November.

- Upcoming department special events include a Teen Improv Show on November 18; Winter Showcase on December 2; Breakfast with Santa on December 10; Touch-a-Truck on January 21; and the City Hall Holiday Open House on December 8.
- City Council approved the Dial-a-Ride program updates at the November 14 regular meeting.
- The City Youth Basketball program has 247 registered players for the 2016-2017 season. Unfortunately, the outdoor basketball courts at Malibu High School are unavailable for practices due to school construction. Staff is working to secure practice sites at other locations.
- The Parks and Recreation quarterly guide will be delivered to Malibu households by November 21. The guide will be available at City facilities on November 18.
- The new Parks and Recreation Director, Jesse Bobbett, will begin working for the City on November 21. He will attend the Trancas Field Community Workshop on November 30.

ITEM 7. COMMISSIONER REPORTS, COMMENTS AND INQUIRIES

Vice Chair Petretti thanked Recreation Manager Riesgo for her work on the commission while there was no Parks and Recreation Director, and is excited to have Jesse Bobbett join the team. She is looking forward to the Trancas Field Workshop at the end of the month.

ITEM 8. FUTURE AGENDA ITEMS

- A. Day Camp Refund Policy
- B. Update on Trancas Canyon Dog Park resurfacing

ITEM 9. ADJOURNMENT

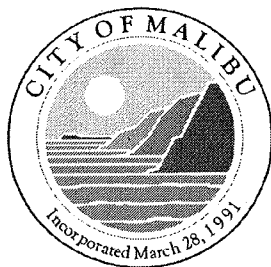
MOTION At 6:27 p.m., Chair Randall moved and Vice Chair Petretti seconded a motion to adjourn. The motion carried 4-0, Commissioner Parks absent.

Approved and adopted by the Parks and Recreation Commission of the City of Malibu on _____.

CARL RANDALL, Chair

ATTEST:

THERESA ODELLO, Recording Secretary



Parks and Recreation Commission Agenda Report

To: Members of the Parks and Recreation Commission

Prepared by: Kristin Riesgo, Recreation Manager *KR*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: December 5, 2016 Meeting date: December 20, 2016

Subject: Parks and Recreation Department Monthly Report for November 2016

RECOMMENDED ACTION: Receive and file the summary report of activities, events, projects and programs coordinated by the Parks and Recreation Department during the month of November 2016.

DISCUSSION: During the month of November 2016, the following activities, events, projects, and programs were coordinated by the Parks and Recreation Department:

RECREATION

Community Classes: Fall community classes such as Super Soccer Stars, Music Together, Improv Acting Class and Children's Yoga ended during the month of November. Two classes, Children's Ballet and Zuma Youth Orchestra, chose not to perform at the Winter Showcase; instead they will perform for friends and family at their final class.

Creative Workshops: Creative workshops have been occurring since September 2015 and have included a variety of topics such as vegan cooking, flower arranging, weaving and card making. To reserve a space, participants are required to call the City one week prior to the workshop date. Staff has noted a reoccurring issue with people reserving a space and then do not show up to take the class which causes instructors to purchase extra workshop materials. An example of this issue occurred on November 4 when Malibu local, Annestasia Rivard, instructed The Perfect Pie workshop. Of the 14 participants who reserved a space, five attended the workshop. To encourage participation, a new registration requirement will be implemented for the winter season. Participants must pre-register and pay a non-refundable material fee to reserve a space in a workshop.

The Department has added a workshop page to the City's website (www.malibucity.org/winterworkshops) to highlight upcoming winter workshops. The page will allow potential students to view all of the upcoming workshops and enroll in the class. Pre-registration will be required for all Winter Workshops beginning January 2017. Upcoming workshops include: Holiday Card Making, Floral Mini-Wreaths, Sunset Yoga, Fitness Boot Camp and Science, Technology, Engineering and Math (STEM).

Point Dume Marine Science School Afterschool Enrichment Classes: City staff has been working with Point Dume Marine Science School (PDMSS) administrators to increase awareness about the City's afterschool program. Program information has been added to PDMSS's website and City staff will be attending a Parent Teacher Association (PTA) meeting in January 2017. New programs offered during the Winter 2017 season include afterschool classes for Kindergarten students.

Senior Center: 73 people enjoyed the monthly luncheon on November 17. Entertainment was provided by Francesca Sola, an international soprano singer.

The Malibu Senior Center hosted three free presentations during the month of November. "Medicare 101 and Beyond," presented by Simpler Horizons Insurance Solutions, and the Finance Friday lecture on "Life Insurance Protection; the Whole Story on the Living Benefits of Life Insurance," presented by New York Life Insurance Company. The third presentation was "Introduction to Storytelling" presented by Ann Buxie.

The November excursion to the Getty Museum was held on November 9 with 19 people in attendance. Participants enjoyed a private docent-led tour and picnic lunch.

Silver Fox Walk took place on November 10 at King Gillette Ranch with 5 participants in attendance. Participants went on a docent-led hike around the National Park property.

Sports: 263 participants will be playing in the Youth and Middle School Basketball League which serves children in grades Kindergarten through 8th. Games will begin on December 2 and will conclude on February 17, 2017. Enrollment in 2016 has remained consistent with the number of players in the 2014 and 2015 Leagues. Teams from the 4th/5th Grade Division and the Middle School Division will be practicing at Malibu High School, Small Gym due to the removal of basketball hoops at Juan Cabrillo and Malibu High School as part of the Measure BB project.

The Itty Bitty Basketball class for children ages three to five has reached a maximum enrollment of 16 participants. The program has doubled in size since its inception in 2014. Class begins on December 2 and will be held weekly on Saturday mornings for eight weeks. Instructors from Momentum Academics will introduce children to the sport of basketball through fun activities and games.

The Middle School Cheerleading squad will make their performance debut on December 2 during the Middle School Basketball games. Coaches, Yvonne Cheng, an All-American

Cheerleader and Rica Distor, a NCAA Division 3 Cheerleader with California Lutheran University, have been conducting practices with the squad since September.

The Adult Fall Softball League concluded the fall season on November 13 with a four team single elimination playoff. The program will resume in June 2017 after Little League Closing Day.

Due to limited facility availability caused by Measure BB construction at Malibu High School and Juan Cabrillo Elementary School, and Youth Basketball teams requiring practice space, the Open Gym Basketball program at Malibu High School has been rescheduled to 7:00 to 9:00 p.m. through February 2017. The time change allows youth basketball teams to hold practice in the small gym on Wednesdays from 6:00 to 7:00 p.m.

Teens: The Youth and Teen Improv Acting Class ended on November 18 with a class performance at the Malibu Civic Theater. Participants performed alongside Mission IMPROVable from Westside Comedy Theater to an audience of 100 people. After the show audience members and performers enjoyed root beer floats.

PARK MAINTENANCE

Bluffs Park: A broken section of the whale tail bench was patched and repaired. The damages was caused by skateboarders using the bench to perform stunts. An increase in skateboarding activity has been observed at Bluffs Park and staff are looking at various options to prevent concrete damage to the benches and tables.

Equestrian Park: To alleviate an inconsistent surface depths, the north horse arena was graded and leveled. The natural grade of the arena is such that the surface material is easily displaced during regular use, high winds and rainfall.

Las Flores Park: Tree pruning took place on November 29 and 30.

Staff performs daily playground safety inspections at all parks. The Las Flores Creek playground was in need of maintenance including: cracks on the playground's wooden stepping blocks that were sealed and repaired and a missing bolt that covers the top of the merry-go-round play equipment was replaced.

Legacy Park: A volunteer native grass has begun growing in Legacy Park. Elymus triticoides (alkali rye) is thriving in the park's high salt content soil. A National Parks biologist at King Gillette Ranch confirmed it is an extremely beneficial grass to have growing at the park. The grass is a restoration plant that can grow in many harsh conditions while helping block non-natives from seeding. The alkali rye currently covers approximately one acre in the park.

In the past three months, staff and volunteers have removed non-native plants from two small areas of the park with a 90% success rate at completely removing all invasive species. The ongoing drought and lack of manual resources is limiting staff from

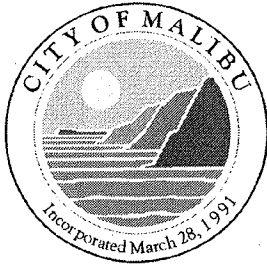
attempting to weed more areas at the current time. Adopt-a-Park volunteer projects will resume in January 2017.

Medians and Parkways: New plants were installed in the Pacific Coast Highway median to replace the dead and dying plants.

Trancas Canyon Park: Four playground swing set seats and connecting hardware were removed as a safety precaution due to early signs of stress cracks that were showing on the equipment.

ATTACHMENTS: None.

**Item
4.A.**



Parks & Recreation Commission Agenda Report

To: Parks & Recreation Commissioners

Prepared by: Katie Gallo, Recreation Supervisor

Reviewed by: Kristin Riesgo, Recreation Manager *KR*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: December 1, 2016 Meeting date: December 20, 2016

Subject: Program Cancellation and Refund Policy

RECOMMENDED ACTION: 1) Review the proposed Program Cancellation and Refund Policy; and 2) Recommend the Program Cancellation Refund Policy for City Council approval.

DISCUSSION: At the October 18, 2016 Regular Meeting of the Parks and Recreation Commission, staff gave a presentation about the City's Summer Camp Program, including enrollment data, class trends, data comparisons and the amount of refunds processed. Staff reported the City's loss of revenue due to participant-initiated refunds was approximately \$15,000 during the 2016 summer camp season.

After reviewing the current Program Cancellation and Refund Policy (Attachment 1), staff is proposing the following changes to the policy in order to reduce the loss of future revenue:

Section 4.A. Participant Initiated Withdraws:

Requests must be completed online at www.malibucity.org/refund or by completing a refund request form available at Malibu Bluffs Park, Malibu City Hall and the Malibu Community Pool.

Current policy: participants may submit a refund request via telephone, e-mail, fax or in person to an authorized City staff member.

Section 4.B. Participant Initiated Withdraws:

Single Day and Multi-Day Programs: One week prior to the program start date.

Current policy: participants may withdraw up to one day prior.

Sports Leagues and Tournaments: Prior to the posting of the game schedule or two weeks before the first scheduled game, whichever occurs first.

Current policy: participants may withdraw up to five business days prior.

Section 5.B. Refunds, Credits and Transfers:

Refunds: A check will be issued by the City and mailed to the payee within ten business days.

Current policy: refunds are processed by the method which payment is received.

Section 5.C. Refunds, Credits and Transfers:

Credits: Participants may elect to keep a refund on account as a credit. The credit will remain available on the participant's recreation account up to one year from the date of issue. After one year, the credit will be refunded via check to the participant.

Current policy: a credit will remain on file until the end of the current fiscal year.

Staff is requesting that Commission review the proposed adjustments to the Program Cancellation and Refund Policy and make a recommendation to City Council to adopt the new policy.

ATTACHMENT:

1. Current Program Cancellation and Refund Policy
2. Proposed Program Cancellation and Refund Policy

**City of Malibu
Parks and Recreation Department
Cancellation and Refund Policy**

1. Purpose

The purpose and intent of the City Council in adopting the Cancellation and Refund Policy is to provide direction to staff and the public relating to the refunding, crediting, or transferring of fees paid for program cancellations or withdrawals.

2. Definitions

- **"Director"** shall mean the Parks and Recreation Director or such successive position as determined by the City Manager.
- **"Program"** shall mean any recreation activity offered by the City of Malibu, including but not limited to classes, camps, sports leagues, special events, or any program having a registration fee associated with it.
- **"Participant"** shall mean the individual enrolled in a Program, or if under 18 years of age, his/her parent, or legal guardian.
- **"Payee"** shall mean the individual who paid the Program fees, or if under 18 years of age, his/her parent, or legal guardian.
- **"Cancellation"** shall mean the discontinuing of a Program that is initiated by the city.
- **"Withdrawal"** shall mean the withdrawal from a Program initiated by the Participant.
- **"Refund"** shall mean refunding monies paid directly to the Payee.
- **"Credit"** shall mean applying credit to the Payee's account.
- **"Transfer"** shall mean applying monies paid for a Program to another Program.
- **"Non-refundable Fees"** shall mean fees which cannot be refunded, credited, or transferred by the City. Such fees include but are not limited to administration fees, instructor lab fees, and any other fees not collected by the city.

3. Cancellations Initiated by the City:

A. Programs Cancelled

The Parks and Recreation Department reserves the right to set a minimum and maximum enrollment for each program and to cancel any program due to low enrollment. A decision to continue a program with insufficient enrollment will be made at the scheduled start of the program, unless otherwise indicated in the Recreation Guide.

- 1) Fees paid shall be refunded, credited, or transferred in full for Programs cancelled by the City prior to the first meeting date. The administration fee identified in Section 2 under Non-refundable Fees cannot be refunded, but will be credited or transferred. Every effort will be made to reschedule cancelled programs.

B. Programs Cancelled After the First Meeting Date

- 1) Fees paid shall be refunded, credited, or transferred at a pro-rated rate for Programs cancelled by the City after the first meeting date, less Non-refundable Fees as defined in section 2.

4. Participant Initiated Withdrawals

A. Application Process

- 1) In order for Refunds, Credits, or Transfers to be processed for Withdrawals, the Participant must submit a request to the City. Requests for Withdrawal must be submitted by the Participant via telephone, e-mail, FAX or in person to an authorized City staff member.

B. Application Period

- 1) Requests must be received by the City within the prescribed period as indicated below in order to be considered. Requests must be received as follows:
 - a. One-day programs and day camps (including but not limited to individual camp days, workshops and other single day classes, and registered events): One business day prior to the Program date.
 - b. Programs consisting of two or more meeting dates (including but not limited to multi-session classes and individual registration sports leagues): Prior to the start of the 2nd meeting date.
 - c. Sports Leagues and Tournaments (including all team registration programs, only team managers may submit withdrawal requests): Prior to the posting of the game schedule or five business days before the first scheduled game, whichever occurs first.
 - d. Participants may receive a pro-rated refund or credit (less Non-refundable Fees as defined in section 2) if their refund request is not submitted within the prescribed application period as outlined above.

5. Refunds, Credits, and Transfers

A. General Conditions

- 1) Any costs incurred by the City or a contract instructor including but not limited to uniforms, supplies, or equipment provided to the Participant, will be deducted from Refunds, Credits, or Transfers.

B. Refunds

- 1) Refunds will be made to the original Payee only. Refunds will be processed based on the original payment method. For credit card payments, fees will be refunded to the credit card account used to pay the fees. For cash or check payments, fees will be refunded via check within two weeks. In addition to deductions as stated in 5A, a \$10 processing fee will be deducted from all refunds resulting from participant-initiated refunds. The \$10 processing fee is not applicable for Programs canceled by the City.

C. Credits

- 1) Credits will be applied to the Payee's account. Credits may be applied toward fees for other Programs or park or facility rentals. Credits are valid from the date of issue until the end of the fiscal year. Credits not used by the end of the fiscal year will be refunded in accordance with the process described in 5B.

D. Transfers

- 1) Participants who withdraw from one Program may transfer into another Program. If the cost of the Program being transferred into exceeds the fees available from the withdrawn Program, the balance due must be paid at the time of the transfer. If the cost of the program being transferred into is less than available fees, excess fees will be refunded or credited to the Payee.

6. Special Conditions and Interpretation

The Director may designate fees for certain programs as non-refundable. Written notice will be posted on the City website, in the Recreation Guide, and at the point of sale indicating fees which are non-refundable. Event admission fees are an example of a fee that is non-refundable.

In the event of unique circumstances not specifically and clearly addressed in this policy document, the Director is authorized to make interpretations of this policy and render a decision.

7. Right of Appeal

A Participant has the right to appeal the decision by City staff to deny a Refund, Credit, or Transfer. An appeal must be filed in writing to the City of Malibu, 23815 Stuart Ranch Road, Malibu, CA 90265 within five (5) business days of receiving notification of the denial. The City Manager or his/her designee will affirm or deny the appeal in five (5) business days. The decision of the City Manager or his/her designee shall be final.

**City of Malibu
Parks and Recreation Department
Cancellation and Refund Policy**

1. Purpose

The purpose and intent of the City Council in adopting the Cancellation and Refund Policy is to provide direction to staff and the public relating to the refunding, crediting, or transferring of fees paid for program cancellations or withdrawals.

2. Definitions

- **"Director"** shall mean the Parks and Recreation Director or such successive position as determined by the City Manager.
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- **"Participant"** shall mean the individual enrolled in a Program, or if under 18 years of age, his/her parent, or legal guardian.
- **"Payee"** shall mean the individual who paid the Program fees, or if under 18 years of age, his/her parent, or legal guardian.
- **"Cancellation"** shall mean the discontinuing of a Program that is initiated by the city.
- **"Withdrawal"** shall mean the withdrawal from a Program initiated by the Participant.
- **"Refund"** shall mean refunding monies paid directly to the Payee.
- **"Credit"** shall mean applying credit to the Payee's account.
- **"Transfer"** shall mean applying monies paid for a Program to another Program.
- **"Non-refundable Fees"** shall mean fees which cannot be refunded, credited, or transferred by the City. Such fees include but are not limited to administration fees, instructor lab fees, and any other fees not collected by the city.

3. Cancellations Initiated by the City:

A. Programs Cancelled

The Parks and Recreation Department reserves the right to set a minimum and maximum enrollment for each program and to cancel any program due to low enrollment. A decision to continue a program with insufficient enrollment will be made at the scheduled start of the program, unless otherwise indicated in the Recreation Guide.

- 1) Fees paid shall be refunded, credited, or transferred in full for Programs cancelled by the City prior to the first meeting date. The administration fee identified in Section 2 under Non-refundable Fees cannot be refunded, but will be credited or transferred. Every effort will be made to reschedule cancelled programs.

B. Programs Cancelled After the First Meeting Date

- 1) Fees paid shall be refunded, credited, or transferred at a pro-rated rate for programs cancelled by the City after the first meeting date, less Non-refundable Fees as defined in section 2.

4. Participant Initiated Withdrawals

A. Application Process

- 1) In order for refunds, credits, or transfers to be processed for withdrawals, the payee must submit an online request at www.malibucity.org/refund or complete a refund request form in person at Malibu Bluffs Park, Malibu City Hall or the Malibu Community Pool.

B. Application Period

- 1) Requests must be received by the City within the prescribed period as indicated below in order to be considered.
 - a. Single Day Programs and Multi-Day Programs (including but not limited to day camps, workshops, classes and aquatics): one week prior to the program start date.
 - b. Sports Leagues and Tournaments (including all individual and team registrations): Prior to the posting of the game schedule or two weeks before the first scheduled game, whichever occurs first.
 - c. Participants may not receive a refund if their refund request is not submitted within the prescribed application period. Refunds will not be issued for no-shows.
 - d. Participants may receive a credit (less non-refundable fees as defined in section 2) for medical related issues or special circumstances approved by the Recreation Manager.

5. Refunds, Credits, and Transfers

A. General Conditions

- 1) Any costs incurred by the City or a contract instructor including but not limited to uniforms, supplies, or equipment provided to the participant, will be deducted from refunds, credits, or transfers.

B. Refunds

- 1) Refunds will be made to the original payee only. A check will be issued by the City and mailed to the payee within ten business days. In addition to deductions as stated in 5A, a

\$10 administrative fee per person, per program will be deducted from all participant-initiated refund requests. The \$10 administrative fee is not applicable for Programs canceled by the City.

C. Credits

- 1) Participants may elect to keep a refund on account as a credit. The credit will remain available on the participant's recreation account up to one year from the date of issue. After one year, the credit will be refunded via check to the participant.

D. Transfers

- 1) Participants who withdraw from one Program may transfer into another Program. If the cost of the Program being transferred into exceeds the fees available from the withdrawn Program, the balance due must be paid at the time of the transfer. If the cost of the program being transferred into is less than available fees, excess fees will be refunded or credited to the Payee.

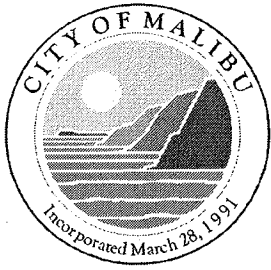
6. Special Conditions and Interpretation

The Director may designate fees for certain programs as non-refundable. Written notice will be posted on the City website, in the Recreation Guide, and at the point of sale indicating fees which are non-refundable. Event admission fees are an example of a fee that is non-refundable.

In the event of unique circumstances not specifically and clearly addressed in this policy document, the Director is authorized to make interpretations of this policy and render a decision.

7. Right of Appeal

A Participant has the right to appeal the decision by City staff to deny a Refund, Credit, or Transfer. An appeal must be filed in writing to the City of Malibu, 23825 Stuart Ranch Road, Malibu, CA 90265 within five (5) business days of receiving notification of the denial. The City Manager or his/her designee will affirm or deny the appeal in five (5) business days. The decision of the City Manager or his/her designee shall be final.



Parks & Recreation Commission Agenda Report

Parks & Recreation
Commission Meeting
12-15-16
**Item
4.B.**

To: Members of the Parks and Recreation Commission

Prepared by: Kristin Riesgo, Recreation Manager *KR*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: November 29, 2016 Meeting date: December 15, 2016

Subject: Parks and Recreation Commission Mid-Year Activity Report

RECOMMENDED ACTION: Review the mid-year Commission report and approve sending the update to City Council.

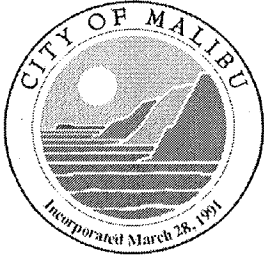
DISCUSSION: At its regular meeting on June 13, 2016, the City Council approved a list of assignments (Attachment 1) for the Parks and Recreation Commission to complete during Fiscal Year 2016-2017. One of the assignments is to provide a mid-year report to update the Council on Commission activities.

Attached is a copy of the draft memorandum detailing the Commission's progress on the assignments covering the period of July to December 2016 (Attachment 2). Once the Commission reviews and approves the report, staff will send the information to the City Manager to be included in the City Council staff report.

City Council will review the mid-year report on January 23, 2017. The Commission will be asked to send a Commissioner to the meeting to answer possible questions or clarifications on the report.

ATTACHMENTS:

1. Parks and Recreation Commission FY 2016-2017 Assignments
2. Mid-Year Commission Activity Report



City of Malibu

MEMORANDUM

To: Parks and Recreation Commission

From: Reva Feldman, City Manager

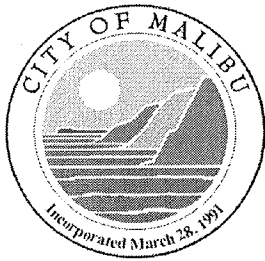
Date: June 21, 2016

Re: Parks and Recreation Commission Assignments for Fiscal Year 2016-2017

At its Regular meeting of June 13, 2016, the City Council approved the following items for the Commission's annual work plan for Fiscal Year 2016-2017:

1. Collaborate with the Cultural Arts Commission on landscape restoration component of the Legacy Park Art Enhancement Plan
2. Conduct a special meeting for the purpose of touring Bluffs Park Open Space and Las Flores Creek Park improvements
3. Review and comment on the Draft Environmental Impact Report for the Malibu Bluffs Regional Park project
4. Review and comment on the Integrated Pest Management Policy and Program
5. Facilitate public design meetings for the skate park planned for the Malibu Bluffs Regional Park project
6. Develop a list of design features essential to the community center planned for the Malibu Bluffs Regional Park project
7. Consider implementing a reservation system for the picnic areas and multi-purpose field at Trancas Canyon Park
8. Review impacts of the water conservation program on parks and landscape maintenance
9. Recommend options to the City Council for restricting vehicle access to Bluffs Park parking lot when park is closed
10. Nominate and recommend to the City Council Jake Kuredjian Citizen Award recipient for 2016-17
11. Review the department's recreation offerings and make recommendations as deemed appropriate
12. Submit report to the City Council on the limitations and scheduling conflicts for athletic fields in Malibu
13. Conduct a joint special meeting with the Cultural Arts Commission
14. Conduct a joint special meeting with the City Council Parks and Recreation Subcommittee
15. Make bimonthly oral reports to the City Council on Commission activity
16. Submit a mid-year written report to the City Council on Commission activities

17. Develop a plan for a community discussion about the best use of Trancas Field that includes holding public hearings and making recommendations and place an item on a future Council agenda for consideration. *(added by the City Council on September 12, 2016).*



City of Malibu

MEMORANDUM

To: Mayor La Monte and Honorable Members of the Malibu City Council

From: Chair Randall and Members of the Parks and Recreation Commission

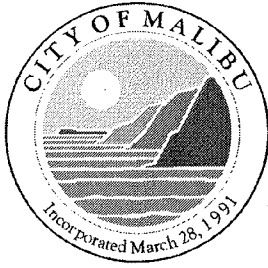
Date: December 15, 2016

Re: Parks and Recreation Commission Mid-Year Commission Activity Report

As directed by City Council at its Regular meeting of June 13, 2016, the Parks and Recreation Commission submits the following summary of its activities from the first half of Fiscal Year 2016-2017 (July through December), approved at the Commission's Regular meeting on December 15, 2016:

- Reviewed the City's Dial-A-Ride program, Senior Center programs, summer camps and community classes and provided feedback to staff.
- Reviewed options and feasibility of installing shade structures at Malibu Bluffs Park and made a recommendation to present to the Administration and Finance Subcommittee and then to the City Council for approval.
- Recommended the City Council adopt a community outreach plan for Trancas Field.
- Conducted community outreach meetings to gather feedback and ideas about the potential use of Trancas Field.

In addition to the above, the Commission also reviews a monthly report of Parks and Recreation Department activities, events, projects, and programs and provides feedback to staff.



Parks & Recreation Commission Agenda Report

To: Parks & Recreation Commissioners

Prepared by: Kristin Riesgo, Recreation Manager

Approved by: Jesse Bobbett, Parks and Recreation Director

Date prepared: December 14, 2016

Meeting date: December 20, 2016

Subject: Trancas Canyon Park Field Use

RECOMMENDED ACTION: Provide a recommendation to City Council to allow the Parks and Recreation Department to conduct games for Coach Pitch Baseball at Trancas Canyon Park on a trial basis for the 2017 season.

DISCUSSION: At the June 13, 2016 City Council meeting, Council assigned the Parks and Recreation Commission a task to consider implementing a reservation system for the picnic area and multipurpose field at Trancas Canyon Park.

On June 16, 2011 City Council adopted Resolution No. 09-11 outlining the following conditions specific to the reservation system on the multipurpose field and picnic area:

- Practice games should be scheduled at other locations first with Trancas Park receiving the overflow.
- When possible, practice games should be scheduled year round in the afternoon.
- Use of the park is strictly limited to a practice field, dog park, tot lot and picnic area. All other uses are prohibited including but not limited to amplified sound, special events, or large gatherings. The park is not available for rental for events to be held in the park.

Since August 2010, Trancas Canyon Park multipurpose field has been used as an overflow practice field for American Youth Soccer Organization (AYSO) and Malibu Little League (MLL). It has been beneficial for the organizations to use the field due to limited access at Santa Monica-Malibu Unified School District (SMMUSD) facilities and the expansion of year round sports programs. City staff have not received any complaints in regards to the overflow use by AYSO and MLL. Both leagues have requested the City to

lift the restrictions of conducting games on the fields due to limitations on field space in Malibu.

In order to review the impact of scheduled youth games and implementing a reservation system at Trancas Canyon Park, staff is proposing to place the Parks and Recreation Department's Coach Pitch Baseball 2017 program on the park's multipurpose field for a trial period.

The Coach Pitch Baseball program, formerly known as T-Ball, will take place mid-March through mid-June, excluding the weeks of April 3 to April 14 (SMMUSD Spring Break). Games will be on Saturdays from 10:00 a.m. to 2:00 p.m. Teams consist of eleven children who range in age from four to seven. The maximum expected attendance during each game is fifty people, which includes spectators. Whistles and amplified equipment will not be permitted and the fields will not be painted or lined for the program. Parks and Recreation Department staff will be onsite for the duration of the program.

The Coach Pitch Baseball program has taken place at the Malibu High School auxiliary field since the City took the program over in 2000 from Malibu Team Sports. The program takes place at Malibu High School due to Malibu Little League and Malibu Pony Baseball using Malibu Bluffs Park fields seven days a week. Parents who have participants in the Coach Pitch Baseball program have expressed their concerns over the last several seasons with the auxiliary field at Malibu High School. Their concerns have included: ADA accessibility, restroom and sink accessibility being .17 miles from the playing field, no access to an operable drinking fountain, adjacency to high school baseball and softball games with the possibility of foul balls hitting participants and the unpredictability of SMMUSD field maintenance. Staff has additional concerns about the access, parking and maintenance closures due to Measure BB construction at Malibu High School.

The Commission is being asked to provide a recommendation to City Council to allow the Parks and Recreation Department to conduct games for Coach Pitch Baseball at Trancas Canyon Park multipurpose field on a trial basis for the 2017 season. At the conclusion of the program staff will provide the Commission with a summary of the impact, benefits and concerns related to the operation of the park for future consideration in implementing a reservation system.

ATTACHMENT: None